



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 4.1.2	Subject: INMATE RECEPTION & ORIENTATION		
Reference: DOC Policy No. 4.1.2		Page 1 of 2	
Effective Date: September 4, 2001	Revision: (new effective date) July 13, 2009		
Signature / Title: /s/ Mike Mahoney / Warden			

I. PURPOSE

To conduct a comprehensive orientation program for all newly committed inmates, and an abbreviated orientation program for inmates who have been recommitted, to advise them of the programs, services, and regulations of the facility.

II. DEFINITIONS

None.

III. PROCEDURES

A. Program Content

1. Staff will conduct the orientation program while the inmate is housed in the Martz Diagnostic Intake Unit (MDIU). The MDIU Unit Manager will designate a member of the MDIU unit team to ensure:
 - a. A schedule is established and maintained to track the attendance/participation in the orientation program by all eligible inmates, ensuring each eligible inmate housed in the MDIU attends the orientation program.
 - b. A record is maintained documenting each inmate's participation in all orientation activities. An attendance document must be signed by the inmate and the staff member(s) providing the orientation.
2. The orientation program will ensure that each inmate receives educational, vocational, mental health, and medical examinations/evaluations, and that appropriate reports are filed from each area regarding the finding of those examinations/evaluations.
3. Orientation presentations may be conducted using in-person presentations, slides, videotapes, or any other suitable medium or combination thereof. If electronic media is the exclusive medium utilized for a presentation, there must be an opportunity for the inmate attendees to question a staff member at the conclusion of the presentation.
4. The orientation program will contain, at a minimum, the following:
 - a. A review of the MSP inmate handbook;
 - b. An explanation of facility rules, regulations, and services and the relevant DOC policies and MSP operational procedures;
 - c. A description of MSP activities and goals;
 - d. An explanation of any testing and examinations that are part of the screening process;
 - e. Interpretation of the program into other languages, if necessary; and
 - f. An opportunity to identify special needs and problems.

Procedure No. MSP 4.1.2	Subject: INMATE RECEPTION & ORIENTATION
Effective Date: July 13	p. 2 of 3

B. Intake Case Summary

MDIU staff will compile a case summary report for each incoming inmate. Information compiled in this report will be used by classification staff to develop an appropriate case plan for the inmate. This report will include, but is not limited to, the following elements:

1. Summary of the legal aspects of the case;
2. Summary of the inmate's criminal record;
3. Summary of the inmate's social history;
4. Medical, dental, and mental illness history information;
5. The inmate's employment history and goals/interests;
6. The inmate's educational and or vocational skills background and interests;
7. Summary of psychological evaluations;
8. Recommendations for programming; and
9. Summary of any available pre-institutional assessment information.

C. Orientation Scheduling

The orientation program must be completed within four weeks after arrival for new commitments and one week for transferees and recommitments.

IV. CLOSING

Questions concerning this operational procedure will be directed to the MDIU Unit Manager.

V. ATTACHMENTS

(none)

